

Wisconsin Association of Municipal and County Assistant Managers

WAMCAM

Board of Directors Meeting Minutes

July 26, 2001

Brown Deer Village Hall

present: Todd Schmidt, President BBrown Deer; Ray Ellingen, Treasurer BWhitefish Bay; Jeff Landin, President Elect BWaukesha; Tina Salzman, Secretary BManitowoc; Rebecca Finn, Intern Rep. BElm Grove

excused: Pete Coffaro, Director at large BWauwatosa

Proposed WAMCAM logo incorporates ICMA's circle/square design. Awaiting ICMA approval for use.

By-laws state that the President Elect serves as the Board's parliamentarian.

Budget: appropriate dues structure discussed by board. Initial intent is to break even. Membership fee will be kept modest in order to grow, not to keep away potential members. Foreseen expenses include:

- < \$95 postage-- mass mailings to promote membership (175 communities in State with Manager/Administrator)
- < \$100 printing
- < \$500 guest speaker/training seminar/conference fee/room reservation fees
- < \$75 intern scholarships
- < \$75 recognition
- < balance of funds for catering membership lunches, etc.

J. Landin offered the use of his office for generating letters/equipment/resources

What benefits will members receive? Newsletter, online bulletins, guest speakers, training, video tapes of guest speakers for loan, teleconferencing (?) for further away regions.

Intent is to keep costs low while providing much.

How rigid of a budget? Line item budget (i.e. transfer funds from another line when reaching limit of another) vs. overspend some lines/underspend others, not to exceed overall budget?

A ***motion*** was made by J. Landin seconded by T. Salzman with unanimous voice vote approval to create a dues structure as follows:

- < \$25 Members
- < \$25 Associates
- < \$15 Interns

Statewide recruitment: WCMA interest?

Newsletter: published hardcopy twice/fiscal year supplemented with monthly online bulletins. Monthly contact is necessary to keep top of mind awareness about the organization.

Info to include:

- < helpful websites
- < professional advancement opportunities
- < items of interest from around the state
- < State budget recap
- < Current events in other municipalities around the State.

Available via snail mail for those who may not be online.

J. LandinBwilling to be repository for items to include in online bulletin as he is already dedicated to scouring Wheeler Report, etc. Endeavor to get items from outlying areas. Will attempt trial run within next fortnight.

Recruitment: stress benefits/incentives:

- < website
- < newsletter/online bulletin
- < 6 Association meetings/year
- < training seminar/conferences
- < connection with State manager-s association (WCMA)
- < round table/panel discussions
- < scholarship program, resources for students/interns interested in profession

R. Finn reported 25-30 new student enrollment. Biggest increase of all programs. Students/interns interested in networking and programs. Those on the Municipal track would most likely join if encouraged. Intimidating step for students to join WCMA. WAMCAM has members closer in age/experience level. WAMCAM is the logical next step up.

R. Finn, with finger on student/intern pulse, will create student mailer for initial mailing soliciting membership. R. Finn will also host a reception/meeting chez Finn (BYOB) for WAMCAM members and new/old students in the program. Date TBA. UWM program growing, more students/new professors. Developing into own section. In a year or two it will be poised to offer more. Still in its infancy. Wants to affiliated/be involved. Dennis=weak link. T. Schmidt will contact Doug (R. Finn connection).

Treasurer: to file 501(3)(c), arrange bank account (bank book or online checking?)
P.O. Box for correspondence/dues to be sent from/returned to?
Check with WCMA secretariat.

Consensus of Board: dues payable by October 1, 2001 to be member in good standing.
Budget formulation postponed to October 1, 2001. Board decided not to prorate
dues. If someone wants to join past the deadline, they are welcome, but must pay full
dues. Good through June 30, 2001.

Committee Appointments: committees meet prior to regular meeting. May work online or
via telephone.

President T. Schmidt appointed the following committees, chairs and appointments:

- < Programming and Professional Development (conferences, guest
speakers, hot topics, etc): nominate Angela SheahanBJanesville;
Board Rep is R. Finn
- < Public Relations (Newsletter, website, etc): nominate Larry Bierke;
Board Rep is J. Landin
- < Finance (Budget, Dues, etc): nominate Scott SimpsonBJanesville;
Board Rep is Ray Ellingen
- < Membership Promotion (Statewide Recruitment, Cooperation
w/Universities and other associations/groups, membership
application, etc): P. Coffaro, T. Schmidt, T. Salzman

First year committees will have 2-3 members until organization grows. Board
members will serve on committees but not Chair. T. Schmidt will draft paragraph
describing each committee and transmit via email. Membership Promo committee
will use ILCMA example of tri-fold brochure w/ application.

WCMA: meeting with Board of Directors canceled. No new info. WCMA website no longer
role of Secretariat. Currently in Todd's lap. As membership grows, tap other
resources. No action taken. Prefer separate domain name.

Next meeting: Thursday, Aug. 30, Janesville. 9:30am golf; Noon-lunch and
membership meeting.

Respectfully submitted
Tina Salzman, Secretary
8/6/01